

## COVID 19-Guidelines to Completing a Striped Bass Quota Transfer

1. You **must** make an appointment. **No Transfers will be completed without an appointment.** Appointments can be made with Jill Ramsey by calling 757-247-2243 between the hours of 8am and 5pm Monday through Thursday and 8am through 2:30 pm on Friday.
2. Appointments will take place at the VMRC Main Office at 380 Fenwick Rd. Fort Monroe, VA 23651. **The Main Office currently remains closed to the public.** Each striped bass transfer will take place outside in front of the building.
3. Appointments will take place on Wednesday afternoons between the hours of 12:30pm and 3:30pm.
4. When you arrive for your appointment you will be asked to park in front of the building, stay in your vehicle and call Jill Ramsey at 757-247-2243.
  - a. We ask that you wear a mask and have all transfer materials ready before calling.
  - b. When possible, have all transfer forms signed and notarized before arriving for your appointment.
5. VMRC staff will meet you at your vehicle to obtain the transfer form, any tags being transferred and applicable permits.
6. You will remain in your vehicle while VMRC staff completes your transfer in the fisheries management office. If there are any questions during your transfer, staff will contact you using the phone number that you provide.
7. Upon completion of the transfer, staff will return to your vehicle with your tags and permits.
8. If you are arriving at the VMRC office in two vehicles, we ask that you make staff aware of the situation and organize all forms, tags and permits into one person's possession before VMRC staff comes out to obtain them.

*Thank you for your cooperation*